

COVID-19 NO. 17
UPDATED LDH EMPLOYEE GUIDANCE
April 9, 2021

*****All updated information is in bold*****

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This guidance supersedes COVID-19 No. 16 Updated LDH Employee Guidance.

An employee who is isolating or quarantining for reasons related to COVID-19 SHALL NOT come to the work site, whether during work hours or outside of work hours, until the employee satisfies the criteria necessary to return to the work site as set forth in this guidance. This restriction MAY OR MAY NOT APPLY to LDH 24-hour facility employees, LDH Public Health Unit employees, and any LDH employees considered Healthcare Workers as defined by the CDC. These employees must contact the appropriate Appointing Authority for guidance unless it is stated within this guidance that the specific guideline does or does not apply to LDH 24-hour facility employees, LDH Public Health Unit employees, and/or any LDH employees considered Healthcare Workers as defined by the CDC.

I. Work Expectations of LDH Employees During the COVID-19 Event:

It is the expectation that all LDH employees will continue to work during this event. All LDH employees must wear a cloth face covering over their mouth and nose while entering, exiting, and inside a work site. The employee may only remove their face covering while sitting alone in their own assigned office, with the door closed. If at any time the employee is not inside their own assigned office with the door closed, the employee must have the face covering over their nose and mouth – this includes entering and exiting the building, while inside the state building, including working in a cubicle, restrooms, hallways, kitchen areas, stairwells, lobby, garage, and any other common areas. From the time the employee exits their vehicle (whether parked in the garage or on the street) until the time the employee enters their office and closes the door, the employee must wear their mask. Employees in cubicles must keep their face covering over their mouth and nose at all times, except when eating. The face covering requirements do not apply in the following situations:

- 1) Any individual with a medical condition that prevents the wearing of a face covering
 - The employee must obtain approval from HR for this exception by providing HR with a medical certification identifying the condition that prevents employee from wearing a face covering;
- 2) Any individual who is consuming food or drinks;
- 3) Any individual seeking to communicate with someone who has or is suspected of having a communication disorder;
- 4) Any individual giving a speech for broadcast or to an audience; and

- 5) Any individual temporarily removing his or her face covering for identification purposes.

In accordance with Proclamation Number 110 JBE 2020, and any extensions thereto, any LDH employee on state business outside of the employee's normal work site must comply with this order mandating the wearing of a face covering over the mouth and nose.

Any employee failing to adhere to the mask mandate while conducting state business may be subject to discipline.

A. Working At the Work Site or Working From Home:

Employees will either work at the work site or from home as determined by the Appointing Authority. Appointing Authorities are authorized to determine on a case by case basis the need and capability for an employee to work from home. For those employees who cannot perform their duties either at the work site or from home, the employee will be placed on leave in accordance with the following guidance.

Not all positions lend themselves to work from home. Working from home may be an available option if the employee's assigned job duties are capable of being performed from home and/or the employee has the appropriate equipment to work from home. Appointing Authorities and/or the supervisor may assign duties outside the employee's normal job duties in an effort to allow the employee to work from home and to ensure all necessary work is being performed.

1. Expectations for those supervising work from home employees:

- Supervisors are responsible for creating and issuing written expectations for employee work schedules and work product for those working at home. The supervisor is also responsible for ensuring each employee acknowledges having received and read the written expectations.
- Supervisors are responsible for implementing and monitoring a productive work schedule for each employee working from home during this event.
- Supervisors must maintain regular contact with their employees, including establishing a reporting requirement system to facilitate contact for the employee to receive the assigned work.
- Supervisors are responsible for ensuring employees are timely completing all assigned work.

2. Expectations of employees working from home:

- Employee must acknowledge in writing receipt of the supervisor's written expectations.
- The employee must be able to supply any needed equipment as agreed upon by the Appointing Authority that cannot or will not be provided by LDH.
- Each day the employee works from home, he/she shall itemize in writing the tasks he/she performs while working at home and the number of hours and minutes devoted to each task. The employee shall submit this written documentation to his/her supervisor no later than the last day of the applicable pay period or more frequently if directed to do so by the Appointing Authority. Documentation of tasks performed and hours worked at home shall be kept on file by the unit's Time Administrator for audit purposes.
- Each employee must provide a phone number where he/she can be reached and must be available via telephone during work hours.
- During the employee's agreed upon work hours, each employee must promptly respond to any work-related phone calls, all emails, text messages, and/or other forms of remote communication. Employees must also participate in all scheduled conference calls.
- Employees must follow the current LDH policies regarding obtaining prior approval for normal A-leave and B-leave, as well as K-time, unless otherwise specified herein.

B. Employees currently working under LDH Teleworking Policy Number 82.2:

If an employee already has an approved Teleworking Agreement per the policy, that employee may continue to work under the schedule within that agreement; however, if the need arises, that employee may be required by the Appointing Authority to report to work at the primary work site as designated by the Appointing Authority. Any employee who currently has a part-time Teleworking Agreement may be changed to full-time Teleworking Agreement as agreed upon by the Appointing Authority.

C. Employees Refusing to Work:

Any duty-ready employee refusing to report to work or perform his/her job duties or refusing to follow any supervisory/Appointing Authority directives regarding assigned work and/or reporting to work, will be placed on Leave Without Pay (LW) status. Appointing Authorities may also discipline any employee, up to and

including dismissal, under this section for refusal to perform duties and/or follow such directives.

II. Notice Requirements for LDH Employees Who Display Symptoms of or Test Positive for COVID-19 and for LDH Employees Whose Household Members Display Symptoms of or Test Positive for COVID-19:

Employees who have COVID-19 symptoms or a positive COVID-19 test result, and employees whose household member has COVID-19 symptoms or a positive COVID-19 test result must do the following:

- A. All LDH employees, whether working remotely or not, shall immediately notify their supervisor and Human Resources Director if:
 - 1. the employee or a household member develops symptoms associated with COVID-19, pursuant to Proclamation Number 75 JBE 2020 and any order subsequent thereto, or
 - 2. the employee or their household member tests positive for COVID-19.
- B. To provide the required notice to LDH Human Resources, the employee must send an email to LDH-HRCV19-Report@la.gov stating:
 - 1. whether it is the employee or the household member who is having symptoms/positive test,
 - 2. when symptoms first began or the date of the positive COVID-19 test and documentation confirming the positive COVID-19 test result,
 - 3. whether the employee has physically reported to an LDH work site within 24 hours of becoming symptomatic and/or receiving a positive COVID-19 test result,
 - 4. what employees - by name – the employee recalls being in close contact* with on your last date at the work site, the last date and time the employee was at the work site, and what buildings/floors/areas did the employee visit. *Close contact is being within 6 feet of a person for a cumulative total of 15 minutes or more over a 24-hour period.
- C. Immediately call the LDH contact tracer at 877-766-2130 to report your positive result.

If the employee or an employee's household member tests positive for COVID-19, the employee shall refer to [Section V. Part D.](#) in the LDH Employee Guidance on self-isolation and quarantine.

Guidelines for supervisors responding to this employee notice and example scenarios can be found [here](#).

III. Special Leave Related to the COVID-19 Health Pandemic [Civil Service Rule 11.35]

On March 31, 2021 at 11:59 p.m., all leave allowed pursuant to the FFCRA expired. In place of FFCRA leave, Civil Service rule 11.35(d) became effective beginning 12:00 a.m., on April 1, 2021.

As provided in Civil Service Rule 11.35(d):

1. The Appointing Authority may grant paid leave of up to 80 hours for a full-time employee through September 30, 2021, for any one or a combination of the following:

- a. an employee subject to a quarantine or isolation order related to COVID-19;
- b. an employee advised by a health care provider to self-quarantine related to COVID-19;
- c. an employee experiencing COVID-19 symptoms and seeking a medical diagnosis;
- d. for an employee caring for an individual subject to a quarantine or isolation order related to COVID-19 or caring for an individual advised by a health care provider to self-quarantine related to COVID-19.

2. Appointing Authorities may grant paid leave of up to 80 hours for a full-time employee through September 30, 2021 for an employee caring for a child whose school or place of care is closed or childcare provider is unavailable for reasons related to COVID-19.

3. For leave set forth in 1.a, b and c above, an employee may receive his regular rate of pay up to \$511/day (maximum of \$5,110.00 in the aggregate for the 80-hour period). For leave set forth in 1.d and 2 above, an employee may receive two-thirds of his regular rate of pay up to \$200/day (maximum \$2,000 in the aggregate for the 80-hour period).

4. Leave set forth in this rule is only available to employees who have not previously exhausted these leave allotments under the former Families First Coronavirus Response Act or previous versions of this rule. Leave shall be pro-rated for eligible employees working less than full-time.

IV. Special Leave for Employees Excluded from FFCRA Leave [Civil Service Rule 11.35(b)]

Civil Service Rule 11.35(b) was repealed and expired March 31, 2021. See Section III. above for available COVID-19 related leave.

V. Applicable Leave For Employees During the COVID-19 Pandemic

If there is a need for leave, the following guidance will apply whether the employee is working at a work site, working from home, or working under a telework agreement. A medical certification is not currently required to return to work **for leave taken under this section of the guidance**; instead the employee should follow the guidance below to determine when it is appropriate to return to work. Any employee taking leave under these provisions shall immediately notify his/her supervisor when he/she is ready and able to resume his/her work duties.

A. Employees who are ill with non-COVID-19 illness will take leave using normal sick leave procedures. An employee who became sick with non-COVID-19 symptoms and has since recovered shall return to work.

B. Sick Leave When Employees Display Symptoms of and/or Are Diagnosed With COVID-19:

1. If an employee is diagnosed with COVID-19, the employee will be placed on sick, compensatory, annual leave in that order.
2. If the employee is sick and is not diagnosed with COVID-19, regular sick leave procedures shall apply. Appointing Authorities may authorize the use of compensatory/annual leave in addition to sick leave.
3. Enforced sick leave: Employees who arrive sick to the work site or become sick during the day while at work displaying symptoms of COVID-19 shall be immediately separated from other employees and sent home. If an employee refuses to leave the work site, an appointing authority may place the employee on enforced sick leave per Civil Service Rule 11.13.1:

“An appointing authority may place an employee on sick leave when:

(a) the employee asserts an inability to work due to the employee’s illness or injury.

(b) there is an apparent need to remove the employee from the workplace to avoid the spread of illness. Under subsection (b) an appointing authority may place an employee on sick leave and require that he remove himself from the workplace when he has declined to utilize sick leave and presents for duty displaying symptoms of illness. In order to enforce sick leave under this subsection, the symptoms must be observed by at least two individuals, one of whom must be in a supervisory capacity. The employee may be returned to duty at the appointing authority's discretion; however, he shall be returned to duty upon presentation of a certification from a medical doctor or nurse practitioner who, after examining the employee, certifies that he is capable of performing the essential functions of his position without posing a risk of harm to himself or others."

C. School or Daycare Closures:

1. Employees impacted by school or daycare closures and/or hybrid or virtual school learning must follow the [School Reopening Guidance](#) and [Request for Schedule Change Form](#) located on the [LDH Website](#).
2. An employee who has a child that is sent home from school for quarantine purposes should work with his/her supervisor regarding working remotely or taking the necessary leave.
3. If it is determined the employee is UNABLE TO WORK remotely, and the employee is in fact in need of care for a son or daughter, as defined by the **FMLA**, because there is no other suitable person available to care for the child and the child's school or place of care has been closed or the childcare provider is unavailable due to a COVID-19 related reason, the employee **may seek special leave pursuant to 11.35(d)2. If that special leave is exhausted or denied, the employee may be placed on sick leave pursuant to Civil Service Rule 11.13(a)5, after which the employee may utilize compensatory leave and then annual leave. If an employee has exhausted all sick, compensatory, and annual leave, the employee shall be placed on Leave Without Pay (LW) status.** An employee using leave pursuant to Civil Service Rule 11.13(a)5 or **11.35(d)2** must provide documentation proving there is no other suitable person available to care for the child and the child's school or place of care has been closed or the childcare provider is unavailable due to a COVID-19 related reason.

4. Employees shall not bring children to the work site.

D. Employees Who Have Personally Come Into Close Contact With or Who Have Been Exposed to a Confirmed Case of COVID-19: *(Employees who are fully vaccinated for COVID-19 should go to [Section IX](#) for guidance)*

1. The Center for Disease Control (CDC) defines “close contact” as: Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated; **Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes).*

Further, the CDC provides the following examples of what may also count as close contact:

- a. Providing care at home to someone who is sick with COVID-19;
- b. Direct physical contact with the person who is sick with COVID-19 (hugged or kissed them);
- c. Sharing eating or drinking utensils with a person who is sick with COVID-19; or
- d. A person with COVID-19 sneezed, coughed, or somehow got respiratory droplets on you.

2. An employee who is not a healthcare worker [as defined by the CDC](#), and who is not working remotely, should follow the [CDC’s recommendations for quarantine due to COVID-19 exposure](#). The existing 14-day quarantine period is the “gold standard”, as set forth by the CDC’s recommendations; as such, employees may continue to quarantine for 14 days without testing. However, the CDC has issued additional quarantine recommendations as follows:

- Quarantine can end *after* Day 10 post-exposure without testing and if no symptoms have been reported during daily monitoring;
- Quarantine can end *after* Day 7 post-exposure if, within 48 hours before the time of planned quarantine discontinuation, the employee submits for a COVID-19 test and receives a negative test result, and if no symptoms were reported during the employee’s daily monitoring.

The employee should continuously self-monitor for symptoms associated with COVID-19 through Day 14.

Persons can discontinue quarantine at the above time points only if all of the following criteria are also met:

- The employee has not experienced any symptoms of COVID-19 for the entire quarantine period, up to the time at which quarantine is discontinued.
- The employee continues monitoring daily for symptoms through Day 14.
- The employee strictly adheres to all CDC recommended interventions including social distancing, avoiding crowded indoor spaces, hand washing, and especially wearing masks/face coverings when outside the home. If the employee develops any symptoms, he/she should immediately self-isolate and contact their healthcare provider to report a change in status.
- Visitation to hospitals or to high-risk congregate facilities such as nursing homes or correctional facilities should not occur until after Day 14.

If possible, the employee should be allowed to work remotely for this period of time. If the employee is unable to work remotely during this time, the Appointing Authority should direct the employee to self-quarantine and place the employee on Special Leave – Quarantine (LSQT) under Civil Service Rule 11.35(c).

3. An employee that is in continuous close contact with an individual who has a confirmed case of COVID-19 should start post-exposure quarantine from the date the person with COVID-19 has recovered.

The recovery criteria are as follows:

- a. If the **individual with the confirmed case of COVID-19** is symptomatic:
 - 10 days since symptoms first appeared, and
 - 24 hours with no fever without the use of fever-reducing medications, and
 - other symptoms of COVID-19 are improving (*per the CDC, loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*).
- b. If the individual with the confirmed case of COVID-19 is asymptomatic, at least 10 days have passed since the date of the first positive COVID-19 diagnostic test with no subsequent illness.

The employee should quarantine per the [CDC's recommendations for quarantine due to COVID-19 exposure](#) as noted above following the recovery of the person who had COVID-19.

The employee shall immediately notify his/her supervisor of the date the individual with the confirmed case of COVID-19 has recovered based on the recovery criteria above. The recovery date is the date the employee should begin his/her quarantine period, as outlined in the [CDC's recommendations](#). The employee is then expected to return to the work site on the next work day following the completion of their quarantine period, if the employee does not develop symptoms of COVID-19 within that quarantine period.

- i. If possible, the employee should be allowed to work remotely for this period of time.
- ii. If the employee is unable to work remotely during this time, the appointing authority should direct the employee to self-quarantine and place the employee on Special Leave – Quarantine (LSQT) under Civil Service Rule 11.35(c).
- iii. Pursuant to Civil Service Rule 11.35(c), “an appointing authority may grant time off without loss of pay, annual leave or sick leave to an asymptomatic employee who is directed by the appointing authority to be tested for COVID-19 and/or self-quarantine after being exposed through close contact to an individual with a confirmed positive COVID-19 diagnosis. Such special paid leave shall not extend beyond 14 calendar days as recommended by the Centers for Disease Control and Prevention. Once the employee develops symptoms of illness or is confirmed with a positive COVID-19 diagnosis, he shall immediately be placed in an appropriate leave status, including leave without pay if the employee has exhausted both annual leave and sick leave.”
- iv. Employees working remotely are expected to work:
 - a. While they are asymptomatic.
 - If the employee is not working while asymptomatic, normal leave rules will apply.
 - b. If capable of performing their duties while experiencing symptoms.
 - However, if the employee is UNABLE TO WORK while experiencing symptoms, the employee shall be placed on leave as set forth in [Section V.B.](#) of this guidance.

- v. Employees who are healthcare workers as defined by the CDC should follow [the CDC's guidance on returning to work](#).

E. Caring for a COVID-19 Positive Family Member:

If an employee is in need of leave due to caring for a COVID-19 positively diagnosed immediate family member, defined by Civil Service Rule 1.15.2.4 as “an employee’s spouse, child or stepchild, foster-child, parent or stepparent”, then the employee shall be placed on compensatory/annual leave. The employee may request to use sick leave in lieu of annual, subject to approval of the appointing authority pursuant to Civil Service Rule 11.13(b). The applicable leave code for this leave under Civil Service Rule 11.13(b) is LBIF (Sick Leave Immediate Family Member).

An employee caring for a COVID-19 Positive Family Member should refer to Section [V. Part D.](#) of this guidance regarding quarantine.

F. Employees at Higher Risk For Severe Illness From COVID-19:

For the latest CDC guidance regarding individuals at higher risk for severe illness from COVID-19 click [here](#).

1. Employees are required to submit medical certification from their physician to HR. The medical certification must identify the condition that makes the employee at higher risk for serious illness from COVID-19, [as designated in CDC guidelines](#). HR will make a determination, with guidance from Legal, of whether the employee fits within this category.
2. Employees must also notify their Appointing Authority/supervisor that they are making a request to HR for such determination. Upon notification, the AA/supervisor must determine if the employee is able to work from home, if not already working from home or teleworking, while waiting for medical certification.
 - a. If the employee is UNABLE TO WORK from home, the employee will be on compensatory and annual leave until the employee receives approval from HR that the employee has been determined as higher risk.
 - b. Once the medical certification is received, HR must review for approval. If a determination has been made that the employee is at higher risk for severe illness from COVID-19, the employee shall either:

- i. Work remotely; or,
 - ii. Shall be on leave in the order of sick, compensatory, and annual. If the employee must continue to remain off work due to being high risk once all sick, compensatory/annual leave is exhausted, the employee shall be placed on LW (Leave Without Pay).
- c. If a determination is made that the employee is not at higher risk, the employee shall return to work.

3. High-risk employees returning to the work site:

- a. It is anticipated that all employees, including those who have been determined to be at high-risk based on medical certification, will return to the work site upon order of the Governor or upon the directive of the LDH Secretary. Those employees who have been determined to be at high-risk shall not be required to report to the work site until such time.
- b. If an employee determined to be at high-risk wishes to return to the work site prior to order of the Governor or directive of the LDH Secretary, the employee must first submit a release from the treating physician to HR clearing the employee to return to the work site.

G. Travel

Click [here](#) for the most recent CDC guidance related to travel.

H. All Other Situations:

- 1. Normal Civil Service leave rules shall apply to any situation related to COVID-19 not otherwise addressed in this Section.
- 2. Employees who themselves are not high risk, but who reside with a household member who is high risk must contact their supervisor for determination by the Appointing Authority as to whether working remotely is possible. Appointing Authorities should also consider alternative or flexible work schedules for those employees. To the extent it is not possible to allow an employee who resides with a high risk individual to work remotely, the supervisor/Appointing Authority should allow the employee to be out of the face of the public and should provide the employee with the appropriate personal protective equipment (PPE). The employee must provide a medical certification establishing that the household member is a high risk individual.

I. Note to Supervisors Concerning Leave Requests from Employees working at EOC, MSNS, or GOHSEP:

Many LDH employees are deemed essential and may be assigned 12 hour shifts performing duties outside of their normal scope of work at EOC sites, MSNS, or GOHSEP. These employees may either be physically reporting to duty stations or working virtually at EOC, MSNS, or GOHSEP during this COVID-19 event. Depending on an employee's schedule, they may be required to work more hours than the employee's regular work week hours as part of the LDH COVID-19 response. Supervisors and managers should ensure they are approving reasonable leave requests made by their subordinates. We have a responsibility to ensure our LDH team stays healthy and rested enough to continue working. If a subordinate requests K, A, or B leave to rest after serving 12 hour shifts at EOC, MSNS, or GOHSEP sites responding to COVID, the supervisor/manager should attempt to grant this request if possible.

J. FMLA

If an employee does get sick with COVID-19 or any other illness and is on leave due to the illness, or must be on leave to care for a sick family member, FMLA leave may be applicable as long as the employee qualifies for FMLA. The LDH FMLA Policy and the FMLA regulations will govern, although the time limitations applicable to providing medical certifications may be extended due to other demands on healthcare providers.

VI. Returning to the Work Site following Suspected and/or Confirmed Case of COVID-19 or Close Contact to an Individual with a Confirmed Case of COVID-19:

The [following CDC guidelines](#) must be adhered to in order to return to the work site; however, these restrictions may or may not apply to LDH 24-hour facility employees, LDH Public Health Unit employees, and any LDH employees considered healthcare personnel, [as defined by the CDC](#). These employees must contact the appropriate Appointing Authority for guidance.

- A. Employees who are either (1) Symptomatic and Suspected of COVID-19, or (2) Symptomatic and Confirmed with COVID-19, must meet the following criteria before returning to the work site:
- i. At least 10 days have passed *since symptoms first appeared*, and
 - ii. 24 hours with no fever without the use of fever-reducing medicine, and
 - iii. Other symptoms of COVID-19 are improving.

- B. Employees who are asymptomatic but Confirmed with COVID-19 can return to the work site after 10 days have passed since the employee had a positive viral test for COVID-19, assuming they do not subsequently develop symptoms since their positive test. An employee who develops symptoms after testing positive must refer to [Section VI.A.](#) for returning to work.
- C. Employees who have come into close contact with an individual with a confirmed case of COVID-19 should follow the guidance set forth in [Section V. Part D.](#)

VII. Repatriation of LDH Work Sites

A. Self-Assessment

Self-assessment remains in place for all LDH employees that physically return to an LDH location for daily work. If LDH employee has COVID like symptoms, they shall contact their supervisor and not come into the office. For further guidance please go to COVID19: LDH Employee Guidance & Resources located here: <https://ldh.la.gov/index.cfm/page/2555>

B. Temperature Taking

Temperature taking shall remain at all LDH locations and no one (LDH employee/visitor) with a temperature of 100.4 degrees or higher shall be permitted any further into the LDH location.

C. Face Coverings

Face covering and social distancing mandates remain in place at all LDH locations. In accordance with the Governor's orders and OPH guidance, a face covering must be worn when in public, when in common workspaces (i.e. cubicle), and when in own office with others or with the door open.

D. Elevators

If an LDH location is permitted to limit elevator capacity, it is recommended no more than 4 riders be in an elevator at a time and all riders must have proper face covering. If the landlord permits limiting elevator capacity, employees should refrain from congregating while waiting for elevators. Employees must wear a face covering and social distance at 6 feet while waiting for an elevator.

E. Business Meetings

ZOOM is the preferred meeting/conferencing option in lieu of in-person meetings and ZOOM must continue to be used by LDH employees unless it is absolutely necessary to have an in-person meeting.

LDH employees who must host a physical, in-person meeting in a conference room must ensure there is adequate instant hand sanitizer in the conference room for attendees and face coverings must be worn at all times, in addition to the 6 ft. social distancing guidelines during any in-person meeting. The meeting host is responsible for ensuring the conference room table and chair handles are wiped down and disinfected immediately after the meeting by the meeting host.

F. Additional Workplace Requirements

All LDH team members must follow social distancing, mask requirements, and other best practices that minimize close contact when entering any LDH workplace.

Employees reporting to the workplace:

- **Must wipe down their workspace prior to leaving each day;**
- **Must properly wear face covering; and**
- **Should limit their movement only to those offices and areas necessary within the workplace**

VIII. Children at the Work Site

Employees shall not bring children to the work site.

IX. COVID-19 Vaccination

A. Civil Service Rule 11.35(e) – Leave for Vaccination

1. **As provided for in Civil Service Rule 11.35(e), an appointing authority may grant time off without loss of pay, annual leave or sick leave to an employee in order to receive a COVID-19 vaccination, provided such leave shall not exceed 4 hours for each administration of the vaccine. Appointing authorities shall require the employee to provide proof of vaccination for documentation purposes.**
2. **Should an appointing authority grant the use of leave to an employee under the provisions of this rule, the “Special Leave-Vaccine Leave” (LSVC) code shall be used.**

B. LSAG to Receive COVID-19 Vaccine

Leave-earning LDH employees who **received a dose of the COVID-19 vaccine prior to April 7, 2021**, will be allowed up to 4 hours of LSAG **for each dose** of COVID-19 vaccine **received prior to April 7, 2021**, if the vaccine was received during work hours away from the worksite.

1. Who's eligible for LSAG?
 - a. Classified employees serving with permanent status, probationary status, or job appointment
 - b. Unclassified appointees and unclassified employees in leave-earning positions
2. Eligible employees must submit the LSAG request to their supervisor before taking the leave.
3. Associated travel costs will not be reimbursed.
4. Employees must provide proof of each vaccination dose by sending a copy of the vaccination card to their supervisor and timekeeper for verification and approval of LSAG.
5. Staff who previously took leave to get the COVID-19 vaccine may be eligible for LSAG provided:
 - a. The employee shows verification of vaccination by providing a copy of their vaccine card to supervisor; and
 - b. The employee actually took leave to receive the vaccine.
 - c. LSAG is limited to the same amount of leave used, but no more than 4 hours for each vaccine dose.

C. Quarantine Guidelines for Fully Vaccinated Employees

The CDC has updated the quarantine guidance for [fully vaccinated people](#) and [fully vaccinated healthcare workers](#).

- An individual is considered “fully vaccinated” for purposes of COVID-19 fourteen (14) days following receipt of the second dose of a COVID-19 vaccine in a 2-dose series, or fourteen (14) days following receipt of one dose of a COVID-19 vaccine for a single-dose vaccine.

Fully vaccinated people, including healthcare personnel and employees of congregate settings, who have an exposure (direct contact or are within 6 feet for 15 minutes or more over a 24-hour period) to someone who has a COVID-19 infection and remain asymptomatic do not need to quarantine if they meet the criteria below:

- Are fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single-dose vaccine) at the time of exposure, AND
- Have remained asymptomatic since the current COVID-19 exposure. *[Note: If the person develops symptoms of COVID-19 within the 14 days after exposure, they should self-isolate immediately for 10 days after symptom onset, and get tested].*

All close contacts should still watch for symptoms of COVID-19 for 14 days following an exposure and follow all prevention guidance. Prevention guidance includes wearing a mask, staying at least 6 feet away from others, avoiding crowds, avoiding poorly ventilated spaces, covering coughs and sneezes, washing hands often, following [CDC travel guidance](#), and following applicable workplace guidance, including guidance related to personal protective equipment use for COVID-19 testing.